

HAMILTON COUNTY JOB OPPORTUNITY
Posting Number: 94-06

POSITION: Eligibility Technician

DEADLINE TO APPLY: OPEN UNTIL FILLED

CLASSIFICATION: Eligibility Technician (Bargaining Unit Position)
DEPARTMENT: Job and Family Services
LOCATION: 222 E. Central Parkway
Cincinnati, OH 45202
WORK HOURS: 80 Biweekly (may be required to work evenings and weekends)
FLSA STATUS: Hourly/Non-Exempt
SALARY: \$11.80 per hour

Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

An associate degree or the equivalent of an associate degree (at least ninety-four (94) quarter credit hours or the equivalent in semester/trimester hours) with at least one three (3) hour course in each of the following: interviewing, office/information technology, basic mathematics, public relations, communications and nine (9) credit hours in English which includes basic grammar, writing skills and composition; or two (2) years experience in public contact work involving interviewing and collecting, organizing, analyzing and interpreting complex data; or equivalent. All candidates must be able to demonstrate strong oral and written communication skills and strong interpersonal relations skills.

Listed below are the PREFERRED QUALIFICATIONS of the department:

One (1) course in computer literacy or three (3) months experience and one (1) course in typing or terminal keyboard skills or demonstrated ability/experience in the use of such skills; experience in organizing and prioritizing work and in meeting deadlines; one (1) course or three (3) months experience in public speaking; demonstrable ability to work cooperatively with staff and supervisor and to work independently; professional office deportment; self motivation; good judgment and attention to detail.

Listed below is a brief summary of the JOB DUTIES:

Interviews applicants/recipients to determine and assess their employability and determines their eligibility for public assistance (i.e., Ohio Works First, Food Stamps, Medicaid, Prevention-Retention-Contingency), through office, home visits, and/or collateral conferences; collects comprehensive and complete data and enters into computer system(s); computes budgets; verifies all documentation submitted to support request for assistance in accordance with program guidelines; approves or denies applications; explains to participants their rights, responsibilities, required actions, and other available services through completion of the Personal Responsibility Agreement and Plan.

HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Personnel Department
County Administration Building
138 East Court Street, Room 707
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-2377

APPLY ON-LINE AT: <http://www.hamiltoncountyohio.gov/personnel/employmentapplication.asp>

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.

06/09/06